



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

June 24, 2004

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Raymond G. Fortner, Jr.
Chief Deputy County Counsel

Jon W. Fullinwider
Chief Information Officer

J. Tyler McCauley
Auditor-Controller

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

RISK MANAGEMENT INFORMATION SYSTEM (RMIS) IMPLEMENTATION PROJECT STATUS FINAL REPORT APRIL - MAY 2004

The following is the status report for the Countywide RMIS implementation project for April-May 2004. As you are aware, on July 16, 2002, your Board instructed the Chief Administrative Officer, in conjunction with Chief Information Officer, to provide the Board with progress reports on the implementation of the system. The implementation phase of RMIS was completed in the beginning of April 2004. This final report will summarize the completion of the implementation phase of RMIS.

Background

On March 6, 2001, your Board approved the development and implementation of a Risk Management Information System (RMIS) for the County of Los Angeles (County). The RMIS Steering Committee comprised of representatives from the Chief Administrative Office (CAO), Auditor-Controller (A-C), County Counsel and the Chief Information Office (CIO) meets monthly to set priorities for the RMIS implementation.

April-May 2004 Accomplishments

- **RMIS System Acceptance:** System implementation and acceptance by the County was achieved in early April of this year. RMIS is now into the maintenance agreement with the vendor Risk Technologies, Inc. (RTI).
- **Additional Web Server:** An additional web server has been obtained and will be added to the RMIS architecture to provide a test environment for the RMIS project team. The implementation vendor, RTI, previously provided the test environment.
- **Advanced RMIS Reports:** The RMIS project team is continuing its development effort of advanced reports for claims management, litigation management and risk management. Business Intelligence software is being obtained to specifically meet the anticipated need for report generation and analysis.

Top RMIS Priorities:

- **Business Intelligence:** The RMIS project team continues to prepare the software documentation needed for applying the Business Intelligence toolset for preparing interactive reports requested by your Board, CAO, County Counsel, A-C, and county departments.
- **Countywide Policy and Procedures:** CAO and County Counsel will jointly develop a Countywide RMIS policy and procedures manual, as well as their own internal RMIS policy and procedure manual.
- **Data Integrity:** The CAO and County Counsel are developing and implementing processes to assure the integrity of RMIS data. Such processes are critical to assure RMIS data utilized in the review and analysis of County risk management, financial and administrative information are accurate and complete.
- **Board Contract Amendment for RMIS Enhancement:** During RMIS implementation, CAO and County Counsel identified additional modifications to RMIS that would streamline their information workflows and increase efficiency and effectiveness in communicating with other departments. In the near future, a contract amendment with our vendor, Risk Technologies, Inc. will be submitted to your Board to provide funds for these enhancements.
- **A-C Recommendations:** The Steering Committee is now ready to prioritize the remaining A-C recommendations, along with the above RMIS future enhancements. In the near future, a request will be submitted to your Board for funds, staff, and additional contracting authority to implement these requirements.

Each Supervisor
June 24, 2004
Page 3

- **New User Groups:** The Steering Committee has identified additional user groups, such as the A-C Warrant Investigations that handles claims and issues payments. To add such new user groups to RMIS will require future modifications to RMIS.
- **Business Continuity Plan:** The Internal Services Department (ISD) hosts the RMIS servers and regularly backs up these servers. However, no alternate hardware or alternate site has been identified for use in case of a major disaster. To minimize the risk of a catastrophic failure of the system, the RMIS Steering Committee and ISD will develop a business continuity plan.

If you have any questions concerning RMIS, please call Rocky Armfield, County Risk Manager at (213) 351-5346.

DEJ:SRH:RA
DU:CY

c: Executive Officer, Board of Supervisors